

NEW AIRLINES APPLYING FOR OPERATIONAL STATUS AT TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT

Revised: July 2005



Ted Stevens
Anchorage
International Airport

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WELCOME FROM THE AIRPORT DIRECTOR

MORTON V. PLUMB, JR.

Welcome to Ted Stevens Anchorage International Airport (ANC), the air gateway to Alaska. Anchorage offers unparalleled access to the world's markets. ANC has the distinction of being the preeminent international cargo crossroad for transpacific freighter activity. The Airport is a focal point of Anchorage, with 24-hour service, growing passenger and cargo operations. ANC serves approximately 5 million passengers per year while international wide-body cargo operations average 525 per week. We are less than 9 ½ hours by air from 90% of the industrialized world, including Asia, Europe and North America.

The Airport has recently undertaken a major terminal expansion program. The project will ensure that ANC maintains its position as a premier facility in air transportation. A major facet of the program included the development and construction of the new C Concourse, which added nine new gates to the domestic passenger facility. The new concourse was opened June 30, 2004.

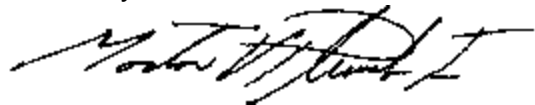
In the end, however, it is our staff on whom you can rely to assist in making your operation successful. From my perspective there is not a better Airport Team in the nation. Our mission plainly stated is "to safely, effectively and efficiently operate and maintain the airport in a manner consistent with Federal regulatory requirements, high service standards, sensitivity to user needs and awareness of community goals." With that, the Airport staff and I are ready to assist you with any questions you have about facilities, operations, or development.

The information contained in the handbook is subject to change. Please contact the Airport's Marketing Division for latest version of this handbook.

Everyday, the world comes to Anchorage. That's why, when you plan the future of your global business, Ted Stevens Anchorage international Airport is the place to be.

Again, welcome to Ted Stevens Anchorage International Airport's family. I look forward to a long and prosperous partnership with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Morton V. Plumb Jr.", written in a cursive style.

Morton V. Plumb Jr.
Airport Director

NEW AIRLINE TENANT REQUIREMENTS

All prospective air carriers seeking to commence scheduled service at Ted Stevens Anchorage International Airport must initiate the following actions before starting operations:

- Domestic and International Airline representatives must submit the following forms:
 - Application for Terminal Lease and Other Airport Agreements. A copy may be found in Appendix I.
 - Certificate of Insurance.
- Airlines that wish to lease/use ticket counters and lease terminal or other airline support space will need to include the specific requirements on the above documents.
- The Airport has created a Competitive Access Team to assist carriers with requests for new or expanded services by facilitating access to gates and other airport facilities. The Team consists of a Leasing Officer and the Marketing Director. They may be contacted at:
 - Linda Close
Marketing Director
(907) 266-2541
linda_close@dot.state.ak.us
 - Debbie Herrick
Senior Leasing Officer, Terminal
(907) 266-2477
debbie_herrick@dot.state.ak.us
- Carriers that feel that they have been denied reasonable access to the Airport may file an Airline Access Complaint Form with the Airport Director. A copy may found in Appendix IV.
- Monthly Activity Reports: Each airline serving Anchorage is required to submit certain monthly reports to the Airport. The airline's station manager or ground handler usually prepares these reports. A copy of the Certified Activity Report may be found in Appendix II.
- Anchorage has no landing slots or curfews. However, Anchorage is a "landing rights" airport, and as such, a permit must be obtained from the US Customs office when operating international flights.

The contact information is as following:

Port Director
US Customs Service
605 W. 4th Avenue, Room 205
Anchorage, AK 99501
(907) 271-6309 – Phone
(907) 271-6331 – Fax

ANC RATES AND FEES

Effective July 1, 2007

Terminal Building Rental Rate:

- \$61.50 per square foot per annum

Terminal Building Rental Rate:

- \$61.50 per square foot per annum

Landing Fee:

- \$1.52 per 1000 pounds Certified Maximum Gross Takeoff Weight (CMGTW)

Aircraft Parking Charges:

- Narrow Body Aircraft (up to 4 hours):
\$87.41 per parking
- Wide Body Aircraft (up to 4 hours):
\$174.82 per parking
- Narrow Body Aircraft (4 to 24 hours):
\$262.23 per parking
- Wide Body Aircraft (4 to 24 hours):
\$349.65 per parking

Common Use Premises Charges:

- Primary Bag Claim Device: \$23.24 per square foot per annum, plus \$0.28 per enplaned passenger.
- All other common use premises: \$.56 per enplaned passenger (\$3.16 in Fairbanks).

Airport-Administered Premises Charges:

- ANC: \$464.45 per 4 hour period of use
- FBX: \$558.26 per use (Passenger flights using aircraft within Design II or smaller)
- All other passenger flights: \$613.20 per use

Federal Inspection Fee:

- \$35.00 per inspection

Fuel Flowage Fee:

- Signatory Airlines*: \$.027 per gallon
- Non-Signatory Airlines: \$.033 per gallon

*signatory airline – airline that has signed the 5-year operating agreement and terminal lease agreement.



GROUND HANDLERS

Delta Global Services

4600 Postmark Drive, Suite NC302
Anchorage, AK 99502-1093
(907) 249-2495

Evergreen Aviation Ground Logistics Enterprises (E.A.G.L.E.)

3501 Postmark Drive
Anchorage, AK 99502
(907) 243-3880

Northwest Airlines

PO Box 190007
Anchorage, AK 99591-0007
(907) 266-5680

Signature Flight Support Corp.

6231 S. Airpark Place
Anchorage, AK 99502
(907) 243-7627
www.signatureflight.com

Swissport

PO BOX 190408
Anchorage, AK 99519-0408
(907) 243-3310

United Airlines

PO BOX 190756
Anchorage, AK 99519-0756
(907) 248-2625

Airline Support

P. O. Box 190735
Anchorage, AK 99519-0735
(907) 272-2211

Alaska Airlines

4750 W. Int'l Airport Road
Anchorage, AK 99502
(907) 266-7650



FUEL SUPPLIERS



Anchorage Fueling and Service Co.

PO BOX 190246
Anchorage, AK 99519-0246
(907) 243-4322

ERA Aviation-Fuel

6160 Carl Brady Drive
Anchorage, AK 99502
(907) 266-8326

International Aviation Service, Inc.

4200 West 50th Avenue
Anchorage, AK 99502
(907) 243-4183

Petro Star, Inc.

PO BOX 240108
Anchorage, AK 99524
(907) 267-6142

Swissport USA, Inc.

PO BOX 190408
Anchorage, AK 99519-0408
(907) 243-3310

Tesoro-Alaska Petroleum

PO BOX 196272
Anchorage, AK 99519-6272
(907) 243-3403

Signature Flight Support Corp.

6231 S. Airpark Place
Anchorage, AK 99502
9907)243-7627
www.signatureflight.com

MAINTENANCE PROVIDERS



Alaska Airlines

Tim Thompson
Line Maintenance Mgr.
4750 W. Int'l Airport Road
Anchorage, AK 99502
(907) 266-7515

Evergreen Aviation Ground

CATERING COMPANIES

LSG SkyChefs

Dave Sandell
General Manager
4370 W. Int'l Airport Road
Anchorage, AK 99502
(907) 248-2424

Airline Support

Voytek Bogdziweiez
Contract Manager
P. O. Box 190735
Anchorage, AK 99519-0735
(907) 272-2211



GOVERNMENT AGENCIES

Federal Aviation Administration

Patrick Poe, Administrator, Alaska Region
Joette Storm, Community Relations
222 West 7th, #14
Anchorage, AK 99513-7587
(907) 271-5645

Transportation Security Administration

Corky Caldwell, Federal Security Director
4000 West 50th, Suite 300
Anchorage, AK 99502
(907) 271-2243

U.S. Customs and Border Protection

Dan Wagner, Area Port Director
Inspection Section (downstairs)
Cargo/Marine Section (upstairs)
605 West 4th #205
Anchorage, AK 99501
(907) 271-2675

Gil Shely, CBP Supervisor
Ground Floor, North Terminal
Anchorage International Airport
(907) 271-6309

U.S. Department of Agriculture

P.O. 190191
Anchorage, AK 99519-0191
(907) 271-1236

U.S. Department of Fish & Wildlife

John Croas, Import & Export
North Terminal Room NC 206
(907) 271-6198

INFORMATION GUIDE FOR INTERNATIONAL OPERATIONS

OVERVIEW

The Ted Stevens Anchorage International Airport provides Federal Inspection Services (FIS) at the North (International) Terminal.

The North (International) Terminal currently has six international gates that are designated for common use in an international configuration only. The North Terminal is a 24-hour facility for processing both passengers and cargo.

Swissport assigns the gates on a first-come, first served basis. Arriving international passengers enter the building and are channeled into a corridor that flows into to US Customs' immigration processing areas.

International transit flights arriving from an international origin must clear Customs at first point of entry. Passengers are required to fill out Form I-94 and proceed to the passenger inspection area. US Customs clearance on passengers and baggage is performed at their final destination. International carriers wishing to operate transit flights through Anchorage must have a "Progressive Clearance" Agreement on file with INS. The Airport Marketing Department is available to assist in completing the Agreement.

Upon clearing INS, deplaning passengers proceed to US Customs and Agriculture inspection areas on the ground floor.

The North (International) Terminal can also accommodate International-to-International (ITI) flights at Gate N8. ITI flights are only required to perform a visual document inspection by INS. Passengers, after having documents inspected, may remain in the Gate area until re-boarding.

CONCESSIONS AND SERVICES

The North Terminal has a Duty Free Shop that includes duty free items, fragrances, cosmetics, clothing, souvenirs, health and beauty items, and a fur store. The North Terminal also has a snack bar with foods choices for both American and International tastes.

AIRPORT BADGING PROCEDURES

This packet outlines the definitions, procedures and requirements for identification badges at Ted Stevens Anchorage International Airport (ANC). These procedures are required to keep ANC in compliance with 49 CFR 1542, one of the TSA regulations governing airport operations. Identification badges will not be issued without the required documentation. Failure to comply with these procedures may result in denial or revocation of access privileges. For further information or clarification, please call the Airport Badge Office at 266-2409.

TYPES OF BADGES

ANC ID Badges

ANC issues several different types of badges depending on the area of desired access. Badge color designates the general area the badge is authorized to access. Specific access will be assigned as requested by employing companies and approved by the Airport Security Coordinator.

Access Levels

Access levels will be determined by the requesting company and approved by the Airport Security Manager. Access levels can be tailored to the company and employee needs. All badges with the same color do not have the same access. All employees of the same company might not have the same access capability. Change requests must be submitted in writing and signed by a company Authorized Signer.

ANC ID BADGE REQUEST PROCESS

Approval

New companies wishing to obtain ANC ID badges must first get approval from Airport Operations through the Airport Security Manager (266-2522).

Training Video

All applicants must view the Airport Security Training video prior to being badged for unescorted access to the SIDA. This video is shown on Monday, Wednesday, and Friday at 8:00 am at the Badge Office.

AIRPORT BADGING PROCEDURES

Ramp Driving

All employees required to drive within the SIDA (unless remaining on their tenant leasehold) must first complete the Ramp Driving Training program. This program is conducted in conjunction with the standard security training and consists of the second part of the training video and a written test. Ramp driving privileges will be indicated on the ANC ID badge. A ramp driver's license is only valid with a valid state driver's license.

SUMMARY/CHECKLIST:

1. Contact Airport Security Manager (266-2409) with new company request for badges.
2. Complete and return Authorized Signer cards.
3. Submit Request for Fingerprints letter
4. Applicant is fingerprinted
5. Submit Badge Request letter
6. Applicant views training video
7. Applicant takes Ramp Driving test if applicable
8. Applicant information and identification is verified
9. Badge is issued (Including ramp license and customs seal if appropriate)

Badge Office Hours and Phone

Monday through Friday (except Alaska State holidays) 7:00 a.m. - 4:00 p.m. The phone number is 266-2409.

AIRSIDE OPERATING INFORMATION

The Ted Stevens Anchorage International (ANC) Airport movement areas (runways, taxiways, safety areas, etc.) are controlled by Airport Operations. Tenants are not permitted to enter the movement areas without an escort from Airport Operations. Escorts will be conducted on request during emergency situations, or by appointment for all other times.

Airport Operations maintains the Airport Certification Manual (ACM) and Airfield Drivers Safety Training Program. Each carrier operating at ANC must be familiar with the procedures contained in the ACM. This manual contains important telephone numbers and airport maps. A copy is available in the Operations Office.

All personnel who will be operating a ground vehicle on the airfield must complete the Airfield Drivers Training Program through the Airport Badge Office.

Two aircraft run-up (blast) pads are located on the airfield. Contact Airport Operations for availability and use. You must receive permission prior to using the pads at night.

The ramps (gate areas) are uncontrolled. Flow-through cargo refueling spots and North Terminal passenger gates are scheduled by Swissport (907) 243-3310.

Low visibility operations: Contact Airport Operations for information concerning the Surface Movement Guidance and Control System (SMGCS). Airport Operations may be contacted at (907) 266-2600.

NEW AIRLINE CHECK-LIST

	Domestic Carrier	International Carrier
Fuel Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Catering Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Ground Handler	<input type="checkbox"/>	<input type="checkbox"/>
Cargo Handler	<input type="checkbox"/>	<input type="checkbox"/>
Submit Public Phone Number	<input type="checkbox"/>	<input type="checkbox"/>
Obtained Scheduled Monthly Activity Report	<input type="checkbox"/>	<input type="checkbox"/>
Arrange for PFC Payment	<input type="checkbox"/>	<input type="checkbox"/>
FIS Contact	<input type="checkbox"/>	<input type="checkbox"/>
Employees' Security Badges	<input type="checkbox"/>	<input type="checkbox"/>
Airport Signage	<input type="checkbox"/>	<input type="checkbox"/>
Station Manager's Parking	<input type="checkbox"/>	<input type="checkbox"/>
Space Requests	<input type="checkbox"/>	<input type="checkbox"/>
Gate	<input type="checkbox"/>	<input type="checkbox"/>
Ticketing	<input type="checkbox"/>	<input type="checkbox"/>
Office	<input type="checkbox"/>	<input type="checkbox"/>
Lounge	<input type="checkbox"/>	<input type="checkbox"/>
Cargo	<input type="checkbox"/>	<input type="checkbox"/>

NEW AIRLINE CHECK-LIST

	Domestic Carrier	International Carrier
International Fuel Consortium	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Certificate	<input type="checkbox"/>	<input type="checkbox"/>
US Customs Permit	<input type="checkbox"/>	<input type="checkbox"/>

This checklist has been included as an organizational tool and is not required to be submitted to the Ted Stevens Anchorage International Airport.

AIRLINE ACCESS COMPLAINT PROCEDURES

The Ted Stevens Anchorage International Airport has committed to accommodate any carrier seeking to initiate or expand service in Anchorage. In the event a carrier feels that their facility requirements are not met, there is both an informal and formal process for resolution of any complaints.

INFORMAL PROCESS: If the complainant does not receive cooperation and accommodation from the possible carriers, an informal complaint may be either written or verbal directed to the Leasing Office, the Airport Competitive Access Team, or the Airport Director or his staff. The Airport Competitive Access Team will attempt to mediate the matter in order to avoid having to exercise more divisive authority.

FORMAL PROCESS: If the dispute is not resolved satisfactorily with the complainant, a formal written complaint should be filed on the attached form. Airlines have a right under 17 AAC 42.190 to protect Airport decisions. To protest a decision, the affected Airline must submit to the Airport a descriptive written protest within 21 calendar days after being informed of the decision. The Airport Director must then deliver a written decision on the protest within 15 calendar days from receiving the protest.

An aggrieved Airline has the right under 17 AAC 42.920 to appeal the Airport Director's protest decision. To appeal a protest decision, the affected Airline must submit to the Commissioner of the State of Alaska Department of Transportation & Public Facilities (the Commissioner) a written appeal within 21 calendar days after being informed of the decision on the protest. The Commissioner then appoints a review officer who may either hold a hearing or, if no hearing has been requested or there are no material facts in dispute, consider the appeal without a hearing. The review officer submits a written recommendation to the Commissioner who either accepts the review officer's recommendation, remands the recommendation back to the review officer with instructions or issues a written decision based on the appeal record. A copy of the Commissioner's decision is sent to the appellant Airline.

The Commissioner's decision on an appeal is the final administrative decision of the Department of Transportation. Further appeals would be made to the Alaska Superior Court under the Alaska Rules of Appellate Procedure.

AIRLINE ACCESS COMPLAINT FORM

DATE: _____

TO: Airport Director
 Ted Stevens Anchorage International Airport
 P. O. Box 196960
 Anchorage, AK 99519-6960

FROM: _____

The above airline is filing a formal complaint after having been denied reasonable access to facilities at Ted Stevens Anchorage International Airport. Airline may provide written comments below or attach a document containing the details of denied access.

Complaint: _____

Signed: _____

Contact Information: _____

TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT
Department of Transportation & Public Facilities
Airport Leasing & Property Management
PO Box 196960, Anchorage AK 99519-6960
Phone: 907-266-2420 ♦ Fax: 907-266-2458

INSTRUCTIONS AND INFORMATION FOR TERMINAL LEASE APPLICATIONS

All lease and permit applications must be accompanied by a \$25.00 non-refundable application service fee (Government agencies are exempt). Checks should be made payable to "State of Alaska."

The State reserves the right to return incomplete applications or request additional information. Lease applicants are encouraged to review 17 AAC 42.200-42.245 for help in understanding the regulations that govern the Airport's lease application review process.

The current rental rate for terminal space is \$43.31 per square foot per year. Pursuant to 17 AAC 42.200, a lease may include a percentage of gross business sales charge or be competitively offered.

Please complete the application according to the following instructions:

1. & 2. Applicant Information: For commercial applicants, the name in Item 2 must match the business license, corporation, or other certificate name.
3. Name of Contact Person: Name of local contact person if other than applicant.
4. Business Information: Check only one box and attach copies of your business license, corporate or LLC certificate, Articles of Organization or Incorporation (with latest meeting minutes showing officers, current signatory authority), and/or partnership agreement (can be for private or commercial and must show who has signatory authority for the partnership). Businesses need to be registered with the State of Alaska in order to enter into a lease or permit.
5. Description of Property and Term Requested: Indicate the room number(s) of the space you are interested in (attach drawing if possible) and desired contract term (length in years, months, or days).
6. Existing Lessee Information: Check "yes" only if you are the current lessee of the space being requested.
7. Competing Application: If this application is being filed in response to a public notice, mark yes and fill in the ADA number and premises description from the notice.

8. Type of Agreement Desired: Check the box next to the desired agreement type, if known.
9. Requested Use(s) Of The Property: List all intended uses.
10. Regularly Scheduled Airline: Indicate yes or no. If yes, attach a copy of your flight schedule.
11. Aircraft and Commercial Aviation Information: Enter the type and number of aircraft which will be operated from the terminal in conjunction with this lease, if any.
12. Name and Signature: Sign your application and print your name, company name, title and the date.
13. Application Checklist: Check attachments to be sure all required items are submitted:
 - a. \$25.00 non-refundable application fee (except for exempt government agencies). Checks should be made payable to "State of Alaska". Applications submitted without a filing fee may not be processed.
 - b. Sign and date the application.
 - c. Business License or other requested business documentation (not required for international carriers applying for an operating permit only).

OTHER: Pursuant to 17 AAC 42.125, leases may include a percentage of gross business sales charge or be competitively offered.

INSURANCE: In most cases, the lessee is required to carry adequate insurance to protect both the lessee and the State against comprehensive public liability and property damage. The terms and limits of the insurance requirements will be based on the risks relative to the lessee's operations. This may include:

- ◆ Minimum coverage limits of \$1,000,000 per occurrence or such higher limits as the State reasonably finds necessary to provide adequate and appropriate coverage for the risks posed by the applicant's use of the Premises and activities at the Airport.
- ◆ Airlines: Airline/Aircraft/Airport Public Liability Insurance or Equivalent Insurance at \$150,000 per seat (Commuter Airlines); and \$1 million per seat with minimum limit of \$10 million for propeller aircraft and \$20 million for jet aircraft (Operating Agreements and Operating Permits).
- ◆ State of Alaska named as Additional Assured.
- ◆ Waiver of Subrogation endorsement.

(It is suggested that the applicant investigate the cost of such coverage prior to making application for lease.)

TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT
STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
AIRPORT LEASING & PROPERTY MANAGEMENT

TERMINAL LEASE APPLICATION

<p>1. Name and Mailing Address of Applicant:</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Phone: () _____</p> <p>AX: () _____</p> <p>E-mail: _____</p>	<p>2. Name to Appear on Lease:</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Phone: () _____</p> <p>FAX: () _____</p> <p>e-mail: _____</p>									
<p>3. Name of Contact Person:</p> <p>Name: _____</p> <p>Phone: () _____</p> <p>AX: () _____</p> <p>E-mail: _____</p>	<p>4. If Applicant is a business, indicate which type below and provide documentation as required in the instructions.</p> <table style="width: 100%;"><tr><td><input type="checkbox"/> Individual</td><td><input type="checkbox"/> Partnership</td></tr><tr><td><input type="checkbox"/> Corporation</td><td><input type="checkbox"/> Limited Liability Company (LLC)</td></tr><tr><td><input type="checkbox"/> Government</td><td><input type="checkbox"/> Other _____</td></tr></table> <p><i>Are you registered to do business in the State of Alaska?</i></p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Government	<input type="checkbox"/> Other _____			
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership									
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)									
<input type="checkbox"/> Government	<input type="checkbox"/> Other _____									
<p>5. Description of Area Requested (if no room number exists, attach drawing showing proposed location and dimensions):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Term Requested: _____ Starting Date: _____</p>										
<p>6. Is this an application for renewal of an existing contract? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide the following: Lease/Permit No.: ADA-_____ Expiration date: _____</p>										
<p>7. Is this intended as a competing application in response to a current public notice? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide the following: Lease/Permit No.: ADA-_____ Property Description: _____</p>										
<p>8. Type of agreement desired (check applicable box):</p> <table style="width: 100%;"><tr><td><input type="checkbox"/> Operating Agreement</td><td><input type="checkbox"/> Commuter Lease</td><td><input type="checkbox"/> Gate Use Agreement</td></tr><tr><td><input type="checkbox"/> Operating Permit</td><td><input type="checkbox"/> Terminal Lease</td><td><input type="checkbox"/> Concession: _____</td></tr><tr><td colspan="3"><input type="checkbox"/> Other: _____</td></tr></table>		<input type="checkbox"/> Operating Agreement	<input type="checkbox"/> Commuter Lease	<input type="checkbox"/> Gate Use Agreement	<input type="checkbox"/> Operating Permit	<input type="checkbox"/> Terminal Lease	<input type="checkbox"/> Concession: _____	<input type="checkbox"/> Other: _____		
<input type="checkbox"/> Operating Agreement	<input type="checkbox"/> Commuter Lease	<input type="checkbox"/> Gate Use Agreement								
<input type="checkbox"/> Operating Permit	<input type="checkbox"/> Terminal Lease	<input type="checkbox"/> Concession: _____								
<input type="checkbox"/> Other: _____										

[illegible]

11. Type and number of aircraft which will be operated from the terminal in conjunction with use of the area:

	Under 6,500#	6,500-12,500#	12,500-25,000#	25,000-200,000#	200,000# & over
Fixed Wing Aircraft:					
Rotary Wing Aircraft:					

13. BEFORE SUBMITTING YOUR APPLICATION, HAVE YOU:

- Enclosed the nonrefundable \$25.00 application fee?
- Completed and signed the application?
- Attached required drawings and documents?
- Provided Business License or other requested business documentation?

Revised January 2005